



CTMS workspace Teleconference Meeting Minutes

Meeting Date	September 14, 2004 12-1 PM EDT																																																																			
Attendees:	Working group coordinators: Scott Finley (Booz Allen Hamilton) Harshawardhan Bal (Booz Allen Hamilton) Participants: <table><thead><tr><th>Name</th><th>Organization</th><th>Email</th></tr></thead><tbody><tr><td>Andrea Hwang</td><td>Chao Family Comprehensive Cancer Center</td><td>ychwang@uci.edu</td></tr><tr><td>Andrew Winter</td><td>Robert H. Lurie Comprehensive Cancer Center</td><td>aqw@northwestern.edu</td></tr><tr><td>Angela Howard</td><td>St. Jude Children's Research Hospital</td><td>Angela.Howard@stjude.org</td></tr><tr><td>Barry Brown</td><td>University of Minnesota Cancer Center</td><td>brown181@umn.edu</td></tr><tr><td>Brenda Crocker</td><td>University of Pittsburgh Cancer Institute</td><td>crockerbl@upmc.edu</td></tr><tr><td>Charles Lu</td><td>Yale Cancer Center</td><td>charles.lu@yale.edu</td></tr><tr><td>Christine McLaren</td><td>Chao Family Comprehensive Cancer Center</td><td>cmclaren@uci.edu</td></tr><tr><td>Christos Andonyadis</td><td>NCICB</td><td>andonyac@mail.nih.gov</td></tr><tr><td>Connie Kiefer</td><td>CTIS - Contractor to CTEP</td><td>ckiefer@ctisinc.com</td></tr><tr><td>David Fenstermacher</td><td>Abramson Cancer Center</td><td>dfenster@mail.med.upenn.edu</td></tr><tr><td>Deborah Collyar</td><td>Patient Advocates in Research (PAIR)</td><td>collyar@att.net</td></tr><tr><td>Diane Paul</td><td></td><td>funnylady93@earthlink.net</td></tr><tr><td>Donald Connelly</td><td>University of Minnesota Cancer Center</td><td>don@umn.edu</td></tr><tr><td>Donna Mott</td><td>The Meyer L. Prentis/ Karmanos Cancer Institute</td><td>mott@karmanos.org</td></tr><tr><td>Douglas Fridsma</td><td>University of Pittsburgh Cancer Institute</td><td>fridsma@cbmi.pitt.edu</td></tr><tr><td>Jieping Li</td><td>Lombardi Cancer Research Center</td><td>lj38@georgetown.edu</td></tr><tr><td>Jill Kuennen</td><td>Holden Comprehensive Cancer Center</td><td>jill-kuennen@uiowa.edu</td></tr><tr><td>Joyce Niland</td><td>City of Hope National Medical Center & Beckman Research Institute</td><td>jniland@coh.org</td></tr><tr><td>Kim Diercksen</td><td>NCICB</td><td>diercksk@mail.nih.gov</td></tr><tr><td>Lara Fournier</td><td>OHSU Cancer Institute</td><td>fourniel@ohsu.edu</td></tr><tr><td>Julie Zhu</td><td>Robert H. Lurie Comprehensive Cancer Center</td><td>L-zhu2@northwestern.edu</td></tr></tbody></table>		Name	Organization	Email	Andrea Hwang	Chao Family Comprehensive Cancer Center	ychwang@uci.edu	Andrew Winter	Robert H. Lurie Comprehensive Cancer Center	aqw@northwestern.edu	Angela Howard	St. Jude Children's Research Hospital	Angela.Howard@stjude.org	Barry Brown	University of Minnesota Cancer Center	brown181@umn.edu	Brenda Crocker	University of Pittsburgh Cancer Institute	crockerbl@upmc.edu	Charles Lu	Yale Cancer Center	charles.lu@yale.edu	Christine McLaren	Chao Family Comprehensive Cancer Center	cmclaren@uci.edu	Christos Andonyadis	NCICB	andonyac@mail.nih.gov	Connie Kiefer	CTIS - Contractor to CTEP	ckiefer@ctisinc.com	David Fenstermacher	Abramson Cancer Center	dfenster@mail.med.upenn.edu	Deborah Collyar	Patient Advocates in Research (PAIR)	collyar@att.net	Diane Paul		funnylady93@earthlink.net	Donald Connelly	University of Minnesota Cancer Center	don@umn.edu	Donna Mott	The Meyer L. Prentis/ Karmanos Cancer Institute	mott@karmanos.org	Douglas Fridsma	University of Pittsburgh Cancer Institute	fridsma@cbmi.pitt.edu	Jieping Li	Lombardi Cancer Research Center	lj38@georgetown.edu	Jill Kuennen	Holden Comprehensive Cancer Center	jill-kuennen@uiowa.edu	Joyce Niland	City of Hope National Medical Center & Beckman Research Institute	jniland@coh.org	Kim Diercksen	NCICB	diercksk@mail.nih.gov	Lara Fournier	OHSU Cancer Institute	fourniel@ohsu.edu	Julie Zhu	Robert H. Lurie Comprehensive Cancer Center	L-zhu2@northwestern.edu
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Agenda

1. Update on Baseline Contracts
2. Funded Workspace participation
3. Update on SOWs
4. CTMS face-to-face meeting
 - Tuesday, 11/16 & Wednesday, 11/17
 - Location: City of Hope, Duarte, CA
5. New, much improved web site
6. Report from SIGs
 - caBIG compatibility: Teri Melese
 - Structured Protocol Representation: Doug Fridsma
 - Adverse Event Reporting: Joyce Niland

	<ul style="list-style-type: none"> • CTMS/CDUS Reporting: Rhoda Arzoomanian • Financial-Billing: Jill Kuennen • Laboratory Interfaces: John Speakman <p>7. Next Meeting 9/28/04</p>
<p>General discussion points raised by participants:</p>	<p>Update on Baseline Contracts and SOWs and Funded Workspace participation</p> <p>Progress on SOWs: Two developer SOWs for UPMC (caBIG compatibility and structured protocol representation) were approved; in progress: three developer SOWs: City of Hope for the Adverse events system, UCSF and Memorial Sloan-Kettering Cancer Center for caBIG compatibility evaluation, three C3D adopter SOWs for UC-Irvine, Duke and OHSU and adopter SOWs for the UPMC structured protocol representation developer SOWs.</p> <p>Doug Fridsma raised the issue of the importance of coordinating the work of adopter and developers so as to identify interdependencies, points of collaboration and ways to work together on the grid. There has to be a two-way dialog where the deliverables within the developer SOWs can be linked to the resources that the adopters can provide (for example, help with user requirements gathering). It was agreed that the scheduling and deliverables obtained from the adopters as part of their contribution should coincide with the development activity of the developers. A joint project discussion at the appropriate time in the future should be planned to ensure that the work is progressing in concert as intended.</p> <p>2nd CTMS Face-to-Face update</p> <p>November 16, and 17th (Tuesday and Wednesday), City of Hope, Duarte, CA. Details will be sent as they become available. Travel to the face-to-face meeting is funded through the workspace participant agreement.</p> <p>Updates from SIGs</p> <p><u>caBIG compatibility Grading SIG</u>: Need to clarify to the commercial vendors or participating caBIG centers that they cannot claim to be caBIG compatible at this point because the compatibility guidelines have not been defined. They can, however, be architecturally aligned with the caBIG spirit. Clarify CaBIG guidelines so participants can determine if they are compatible/architecturally aligned etc.</p> <p>Understand the UPMC SOW on evaluating caBIG compatibility so others can learn from the UPMC experiences while creating their own SOWs. Doug Fridsma offered to send their SOW to Teri Melese.</p> <p>Need to understand the difference between caBIG compatibility (actual exchange of data) and the architectural aspect (the pieces of software that will enable the exchange). Invite participation from the Architecture</p>

workspace and the Compatibility Grading SIG to the MedInfo meeting in September to join in and work towards establishing required milestones in as concrete a manner as possible.

The question of whether the compatibility guidelines will be stable or whether an on-going process will be required to capture the evolving compatibility standards as new technologies may emerge was raised. It was agreed that an initial set of requirements might need to be defined and modified as new experience is gained.

Structured Protocol Representation SIG: Identified cross-cutting participants from the structured protocol representation SIGs and other SIGs because it was important for the development of the protocol representation tool to understand how to interface it with Compatibility, Financial billing, Lab Interfaces and other modules of the CTMS.

In the process of formalizing relationship with CDISC and plan for a caBIG – CDISC meeting in the future to understand their work. Interact with HL7 during the development of the protocol representation tool to incorporate the relevant standards and processes.

CTMS/CDUS Reporting SIG: Agree on standards needed for data transmission as suggested by Warren Kibbe (Northwestern University) during the CTMS face-to-face meeting at Pittsburgh.

Obtain technical contacts for issues with data submission to the CTMS and CDUS systems

Financial Billing SIG: Create a graphical workflow to be sent out to centers to understand how institutions that do not have a financial billing process get the work done, in order to identify areas that can be automated.

-Focus on automating the creation of a budget along with a study calendar as a first step. The workflow referred to above may help identify other areas for development as well.

-Contact institutions that have home grown or demo systems to gather specs that the Financial Billing SIG could use to build a financial billing module. Doug Fridsma and Sorena Nadaf volunteered to help with any information that might help the Financial Billing SIG develop the specs for the budget and the study calendar.

Lab Interfaces SIG: Overview of work done to date was described. This included the design of the Lab Interfaces system, creation of an ERD diagram, understanding how to handle data from multiple labs, the need to have global lab ids and patient identifiers set up, how to enable systems to automatically download lab data where possible or have data entry interfaces, how to handle normal ranges and units that vary from lab to lab and the difference between tests and batteries of tests.

Donald Connelly offered to present an overview of HL7 and thoughts on

Action items:	building a framework for HL7 v 2 to 3 message mapping.
	<p><u>Compatibility Grading SIG</u></p> <ul style="list-style-type: none"> • Enlist volunteers from the CTMS workspace to read the compatibility document and help expedite the process of clarification of the guidelines by suggesting changes in language, especially in relation to the Bronze, Silver and Gold levels, to the Architecture workspace and the best practices sub group. <p><u>Structured Protocol Representation SIG</u></p> <ul style="list-style-type: none"> • Formalize relationship with CDISC. Interaction with HL7 during the development of the protocol representation tool. • Finalize structured protocol representation and protocol authoring tool SOWs. Work on a white paper on structured protocol representation. • Arrange for a meeting of CTMS workspace members at American Medical Informatics Association (AMIA) 2004. <p><u>CTMS/CDUS Reporting SIG</u></p> <ul style="list-style-type: none"> • Agree on standards needed for data transmission • Compile results of the adverse events CTMS/CDUS survey along with Joyce Niland <p><u>Financial Billing SIG</u></p> <ul style="list-style-type: none"> • Create a graphical workflows and review existing financial billing systems from cancer centers <p><u>Lab Interfaces SIG</u></p> <ul style="list-style-type: none"> • Interface with the Adverse Events Reporting SIG for Lab to toxicity module. • Obtain time lines for HL7 development and understand HL7 framework from Cerner/Sunquest. • Naming of Lab Interfaces module (ca...?).